

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services
FROM : Chief, Records Management & Distribution Branch
SUBJECT: **Weekly** Report of Operations for the period ending
16 July 1953

A. Personnel On Duty Vacancies In Process

Office of Chief		0	1
Rcds. Mgt. Section		1	10
Rcds. Center Section		1	0
Mail Control Section		- 1	29
		1	50

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1. No. on leave three days or more:

Records Mgt. Section- 1
Mail Control Section- 3
Records Center Sec.- 2

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0
Records Center Section- 0
Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 14

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 1. Recruited by Personnel -.
Recruited by this office -.

Security Information

B. Administration and Problems:

Records Management Section - The Payroll folders of terminated and transferred employees prior to 1951 belonging to the Fiscal Division have been inventoried and boxed and will be moved to Records Center the beginning of next week. There are 29 boxes covering about 3,340 folders.

Approval of the disposition schedule for the records of the Comptroller's Office is being delayed pending completion of the inventory of the Finance Division.

The Office of Inspection and Security has informed us of the appointment of an Area Records Officer. [] of Inspection and Security office, attended the Records Management Training Course but because of the pressure of other duties, it was decided to appoint [] is also a GS-11 and has had experience in management work with other agencies but not specifically in records management.

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Records Center - Floor layout plans for the storage of palletized records in the [] have been started and requisitions for the installation of telephones and office equipment are being prepared.

An inventory of records most suitable for storage at Rosslyn has been completed and a total volume of 5,000 cu. ft. will be moved in as soon as the areas are available. Of this amount, 2,500 cu. ft. will be moved from the Center.

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At the present time, no target date for the completion of the renovation work can be given due to a delay in securing steel mesh. [] believes he can get an answer within a day or two.

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Negotiations were carried on with the Logistics Office for the procurement of 200 32" x 40" pallets. These were delivered from [] and stacked in the warehouse. This number of pallets will accommodate 5,000 boxes.

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Mail Control Section - On 15 July 1953, Mail Control Section requested by [] to pick up Confidential trash four days per week from [] and deliver it to I & S vault, Gate #4, "I" Bldg.

On 15 July 1953, Mail Control Section was requested to furnish additional pouch service between FI Pouch Room and Comdr. Spruance, in the Pentagon which increases our trips from one a week to 5 trips a week.

	<u>This Week</u>	<u>Average Week</u> <u>last 6 Months</u> <u>LAST FYR</u>	
1. Microfilming			
Images Filmed - Rotary Camera	-	21,300	15,697
Flat-bed Camera	-	13,000	9,735
2. Records Center - (all figures in cubic feet)			
Records received for processing and storage	-	-	
Reference to record material	96	220	178
Records material destroyed	21	-	
3. Supplemental Distribution Center			
a. New material for stock:			
Information Reports	805	880	624
Intelligence Reports	46	41	145
b. Supplemental Distributions:			
Information Reports	354	382	306
Intelligence Reports	124	221	191
Notices	1	10	32
Regulations	43	143	144
Others	1	4	9
c. Initial Distributions:			
Notices	1	3	8
Regulations	1	2	1.7
Other	1	1	.5
4. Mail Activities			
a. Post Office Mail			
Outgoing	8,275	6,550	6,537
Incoming	5,301	5,150	5,064
b. Postage Expended	\$828.67	\$775.00	\$800.12
c. Scheduled courier trips	240	240	
d. Special courier trips	90	33.4	55.3
e. Inter-agency mail by courier			
Incoming	1,660	770	756
Outgoing	1,854	1,275	1313
f. Personnel actions:			
Recruitments	-	-	
Separations	-	-	
g. Use of Motor Pool Vehicles			
Available	5	-	
Available but delayed	-	-	
Not available	-	-	